Graduate School Science,
Medicine and Technology

Carl von Ossietzky University

Dr. Klaudia Hettwer

D – 26111 Oldenburg (Germany)
E-Mail: oltech@uni-oldenburg.de
URL: [www.oltech.org](http://www.oltech.org)
🕾 +49 (0) 441 – 798 3648 / 798 3649

Travel grants for International Congresses,

Summer Schools and Lab visits

**Information on your PhD study programme**

[ ]  **NEUROSENSORY SCIENCE AND SYSTEMS**, for members of: [ ]  JRA Hearing4all [ ]  RTG SensoryBio
[ ]  HAPPAA [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Interface Science/MOLECULAR AND NANOSCALE SCIENCE**, for members of:

 [ ]  RTG SensoryBio [ ]  Nano Energy Research
[ ]  RTG Chemical Bond Activation [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Environmental Sciences AND BiODiversity**, for members of: [ ]  SFB Roseobacter [ ]  IBR [ ]  EcoMol [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **RENEWABLE ENERGY**, for members of: [ ]  SEE [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Mathematics and fundamental Physics**, for members of: [ ]  Models of Gravity [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **MEDICINE AND HEALTH SCIENCES**, for members of: [ ]  RTG Oldenburg-Groningen Translational Research [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  ***Other;*** please specify*:…………………………………*

**Personal Data**

|  |  |
| --- | --- |
| **Family name****First name** |  |
| **Status at the university** | member of university staff [ ]  stipendiary[ ]  |
| **E-Mail** |  |
| **Telephone** (at the University) |  |
| **Research group**  |  |
| **Supervisor** |  |

**INFORMATION ABOUT the Conference / summer School / Lab visit**

***Please add the announcement or your participant confirmation!***

|  |  |
| --- | --- |
| **Title** |  |
| **Place** |  |
| **Date** |  |
| **Organised by** |  |
| **Conference / Summer School /lab visit** | international conference[ ]  summer school[ ]  lab visit [ ]  |
| If conference:**Presentation** | poster [ ]  oral presentation [ ]  other: 🞎  |
| **Title of the presentation** |  |
| **Status**  | submitted [ ]  accepted [ ]   |

**Expected Travel costs**

|  |  |  |
| --- | --- | --- |
| **Conference / Summer School fee** | Fee (€)Including meals? [ ]  [ breakfast [ ]  lunch [ ]  dinner [ ]  ] | € |
| **Travelling** | flight [ ]  train [ ] private car [ ]  official car [ ] tram/bus [ ]  others [ ]  ……………… | € |
| **Accommodation** \*1 | Number of nights: …….Cost per night: …….. €  | € |
| **Daily allowance**\*1 | Number of days: …..Allowance per day: …… € | € |
| **Other costs** | Visa [x] other ……………………………. | € |
| **Total costs** |  | € |
| \*1 For further information please check: <https://uol.de/fileadmin/user_upload/dezernat2/Merkblatt.pdf><https://uol.de/fileadmin/user_upload/dezernat2/Business_trip_information_leaflet.pdf> <https://uol.de/fileadmin/user_upload/dezernat2/download/Auslandstagegeld_2018.pdf>  |

**Funding**

*Please fill in all fields! The sum of points will be important for the internal ranking of the travel grants.*

|  |  |  |
| --- | --- | --- |
|  |  | **Points** (completed by Oltech) |
| **Do you expect another co-financing towards the travel costs** **…by your working group? Expected amount of the funding?****…by your PhD programme/ research training group Expected amount of the funding?****…by others (e.g. the institute…)** **Expected amount of the funding?** | YES / NOYES / NO€YES / NO€YES / NO€ | *(co-financing = 1 pt)* |

|  |  |  |
| --- | --- | --- |
| **Did you apply for another travel funding (e.g. organizers of congress/school, subject-specific associations, etc.)?** **If YES, please give us short additional information.** Where did you apply for the grant? Do you receive a travel grant  (When is the reply expected?) Expected amount of the funding? | YES / NOYES / NO / Not decided € | *(further grant = 1 pt)* |
| **Have you already received a previous travel grant from the Graduate School Oltech?** **When?** **Amount of the travel grant?** | YES / NO€ | *(no grant = 1 pt; 1 grant = 0 pt; 2 grants = -1 pt)* |
| **Sum of Points** |  |  |

**Additional Information**

|  |  |
| --- | --- |
| **Did you fill in the travel permit yet?** | YES / NO |
| **Did you already receive an advance on the travel costs?** **Advance on travel costs:  Finanzstelle:  Kostenstelle: Fonds:**  | YES / NO€ |

**Check list of your documents to attach\***

|  |
| --- |
| □ 1. Announcement of the congress / Summer School or correspondence concerning the lab visit □ 2. If you are already registered for the congress / Summer School, please attach a copy of the  confirmation.□ 3. If you have already booked a train/flight, please attach a copy of the confirmation or receipt.□ 4. If you have already booked accommodation, please attach a copy of the confirmation.□ 5. If applicable, please attach a copy of the confirmation for other grants. |

**Signature**

|  |
| --- |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **For Graduate School administration** |  |
|

|  |
| --- |
| Date of receipt |

 |  |
| **Travel Grant** | YES 🞎NO 🞎  |
| **Amount of the travel grant** | € |
| **Special requirement for the grant** |  |
| **Reasons for a refusal** |  |
| **Signature** |  |